

RFR FOR GRANTS AND SUBSIDIES

Purchasing Department: Department of Public Health, Division of Health Care Quality

Address: 10 West Street, Boston, Ma 02111

Telephone #: 617-753-8097

Fax #: 617-753-8095

E-Mail or Internet Address: sheila.faiella@.state.ma.us

RFR File Name/Title: Resident Empowerment Program IV

RFR File Number: 353 - (new awards as of 2/04)

Procurement Team Leader/ Contact Person: Sheila Faiella

Comm-Pass Procurement Category: Human and Social Services/Other

1. Description Or Purpose of Procurement:

Proposals must clearly demonstrate how the program will directly impact the quality of life for residents in long-term care facilities. The requestor must list three goals that improve quality of life. Quality of life includes those activities, events, environment and intangibles that contribute to residents' emotional and psychological well being, to residents' contentment and satisfaction. The contribution might be seen in something as simple as a smile from a resident who previously only demonstrated sadness or as dramatic as a resident regaining some cognitive functioning after attending several local events. Those writing the proposal are expected to demonstrate how to accomplish these kinds of differences. Descriptions should be succinct, clearly defined and measurable. The proposal must contain a quality budget. For both the program and budget, writers must explain how they will track their progress, including the resources and commitment to accomplish their goals. The reviewers will take into consideration a facility's compliance status in so far as it might affect their ability to complete the project. A significant aspect of the REP initiative is encouraging community involvement. The proposal therefore should contain a section on how the community might become involved in development and implementation. If a facility alone generated the proposal, they must show how residents will be integrated into program development and implementation. A proposal can not be a replacement for any events or activities a facility is already offering nor can it be used to fulfill a Federal or State regulation.

2. Acquisition Method:

- ☐ Outright Purchase ☐ Fee For Service ☐ License
- ☐ Tax Exempt Lease Purchase (TELP) ☐ Term Lease
- ☐ Rental (not to exceed 6 months) ☒ Other (specify): Grant

3. Whether Single Or Multiple Grantees Are Required For Grant(S)

- ☐ Single Grantee or ☒ Multiple Grantees

4. Whether Single Or Multiple Departments Will Be Able To Use

☐

Department Grant

☒

Single Departmental Procurement/ Multiple Department User Grant

☐

Multiple Department Procurement/ Limited Department User Grant

☐

Statewide Grants

☐

OSD designated Department Statewide Grants

☐

Pre-Qualification List

5. Expected Duration Of Grant (Initial Duration and Any Options to Renew)

Initial Duration:

☒

up to 5 year(s) original procurement duration 1/1/02 -6/30/07

This procurement is a rolling enrollment, meaning this RFR will be re-posted periodically to add new vendors as needed. The Department of Public Health intends to posts on an annual basis, usually during the months of December or January, an RFR requesting new applications from vendors. The criteria, content and amount of the award may vary in each succeeding year. Awards are expected to be completed within the year they are awarded.

Renewal Options :(indicate number) ___1___ options to renew for up to ___5___ year(s) each option

6. Anticipated Expenditures, Funding Or Compensation For Expected Duration

Please include the Estimated Value of Procurement (Including Anticipated Renewal Options)

☒

Grant will have a Maximum Obligation Amount. Individual grant awards will be for up to approximately \$30,000. Health Care Quality anticipates awarding approximately \$300,000 in total through this annual announcement.

☐

Grant will NOT have a Maximum Obligation Amount (Rate Grant)

☐

Subject to Quotes by Pre-Qualified List of Grantees.

Will Federal Funds be used to fund any part of Grant(s)?

☒

NO

☐

YES (If YES, to what extent?):

Grantees receiving federal grant funds will be considered sub-recipients for federal grant purposes and will be required to comply with applicable federal requirements, including but not limited to sub-recipient audit requirements under OMB Circular a-133.

7. Indicate Grant Performance and Business Specifications: (include Scope of Service, Evaluation Criteria, and Performance Measures)
Evaluation Criteria

Proposals that meet the initial screening criteria will be assessed on four general, equally weighted factors. Proposals will be selected for contract awards based upon the following criteria: 1) information completeness (see 1.17 for the nineteen required elements); 2) residents' quality of life improvement; 3) partnership between facilities, residents, families and communities in the development and implementation of the proposal; and 4) creativity and resourcefulness. In addition to meeting these criteria, other factors such as facility size, location and program continuity may be considered in the final selection process.

At the end of the contract period, DPH will request a written report on your progress toward accomplishing goals specified in your application. This will be followed by a visit from the Ombudsman.

The Department of Public Health is endeavoring to deliver the Best Value to facilitate our needs. However, it is important to measure the Grantee's performance to ensure the grant is in compliance with what has been requested and what the Grantee or has offered in this RFR. The following performance areas will be subject to measurement:

1. Timely Delivery (Commodities, Services, Reports, Billing, etc.)
2. Responsiveness to Departmental Inquiries
3. Quality of Deliverables (Commodities, Services, Reports, etc.)
4. Performance Targets/Benchmarks (Quantities, Outcomes, etc.)

The PMT shall negotiate with Grantees any requirements not set forth in the RFR.

8. Instructions for Submission of Responses:

Submit one typed original and two copies of your application to:

Sheila Faiella
Department of Public Health, DHCQ
10 West Street
Boston MA 02111

You must include the following information:

A. THE APPLICATION

1. Title of Proposal
2. Facility Name
3. Location
4. Number of Beds
5. Name of Contact
6. Email (if one)
7. Telephone
8. Fax

B. THE PROGRAM

9. Format: include all the information specified in numbers 1-8
10. Date Received: send your proposal in time to be received by DPH according to the due date in the circular letter
11. Copies: forward one original and two copies for a total of three copies
12. Program Description: briefly explain the content of your program, how it impacts resident's quality of life with regard to activities, special events, environment and/or those intangibles that improve resident's emotional, physical, psychological well being
13. Goals: list three goals that you want to achieve list them simply and in measurable terms
14. Partnerships: explain how the facility, residents and family will work together to accomplish the goals
15. Community: explain the type and amount of community involvement in implementing the project
16. Resources: specify how many people with what skills you need to complete your project and whether they are paid or volunteer
17. Continuance: demonstrate how you will sustain your project past initial funding
18. Budget: provide detailed information on all costs (people, products, design), that you will need, specify a single amount for the total, ranges will be disqualified and define milestones for accomplishing the projects' goals
19. Status: state the results from your most recent survey (no documentation necessary)

9. DEADLINE FOR RESPONSES Or Procurement Calendar:

Indicate Deadline Date: February 23, 2004

Indicate Deadline Time: 12:00 p.m.

Will a Bidders Conference be offered? ☒ No ☐ YES (Indicate Date, Time and Place):

Will Opportunity for Written Questions be Offered: ☒ No ☐ YES (Indicate Deadline Date, Time and Place):

10. RFR Attachments: The following checked forms must be completed and submitted if you receive a grant. The forms are not required at proposal submission, though may be required at the time of a Grant award, if applicable. These forms can be found at: <http://www.comm-pass.com/comm-pass/forms.asp>

Forms required at the time of submission:

- ☒ Contractor Authorized Signature Verification Form
- ☒ Affirmative Action Plan Form (required for procurements of \$50,000 or more – employers only)
- ☒ Northern Ireland Notice & Certification
- ☒ Authorization for Electronic Payments Form
- ☒ Commonwealth Terms and Conditions Form (required if not currently on file)
- ☒ Standard Contract Form
- ☐ Business Reference Form
- ☒ Verification of Taxation Reporting Information (MA Substitute W-9 Format)

Other forms that are not on the Comm-PASS web-site, but are required for this RFR, will be attached to the end of this RFR and listed below:

The following attachments - if checked - will be incorporated into contracts awarded as result of this procurement.

☐ **Attachment A - Identifiable Health Information: HIPAA and Protected Health Information.** The Department of Public Health is subject to the requirements of 45 cfr 160, 162, and 164 (the privacy provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and has determined that grants awarded as a result this RFR will fall under HIPAA. Attachment A details the responsibilities of the awarded vendor(s) in relation to their HIPAA requirements as a business associate of the Department.

Business Associate Agreements

☐ - Hospitals. (located at http://www.state.ma.us/dph/pos/hipaa/baa_hospital.doc)

Grants that require the use of:

☐ - Standard Terms and Conditions. (located at http://www.state.ma.us/dph/pos/hipaa/baa_standard_tc.doc)

REQUEST FOR RESPONSE

GENERAL INFORMATION

The terms of 815 CMR 2.00: Grants and Subsidies are incorporated by reference into this RFR. Words used in this RFR shall have the meanings defined in 815 CMR 2.00. Additional definitions may also be identified in this RFR. Unless otherwise specified in this RFR, all communications, responses, and documentation must be in English, all measurements must be provided in feet, inches, and pounds and all cost proposals or figures in U.S. currency. All responses must be submitted in accordance with the specific terms of this RFR. No electronic responses may be submitted in response to this RFR. **The above regulations can be found at the web site <http://www.osc.state.ma.us/Regs/Regs.html>. This procurement is governed by the rules and regulations of the World Trade Organization if value of procurement, including renewal options, meets or exceeds \$483,000 (or current value).**

Bidder Communication. Bidders are prohibited from communicating directly with any employee of the procuring department except as specified in this RFR, and no other individual Commonwealth employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFR. Bidders may contact the contact person for this RFR in the event this RFR is incomplete or the bidder is having trouble obtaining any required attachments electronically through Comm-PASS.

Reasonable Accommodation. Bidders with disabilities or hardships that seek reasonable accommodation, which may include the receipt of RFR information in an alternative format, must communicate such requests in writing to the contact person. Requests for accommodation will be addressed on a case by case basis. A bidder requesting accommodation must submit a written statement which describes the bidder's disability and the requested accommodation to the contact person for the RFR. The PMT reserves the right to reject unreasonable requests.

Public Records. All responses and information submitted in response to this RFR are subject to the Massachusetts Public Records Law, M.G.L., Chapter 66, Section 10, and to Chapter 4, Section 7, Subsection 26. Any statements in submitted responses that are inconsistent with these statutes shall be disregarded.

Best Value Selection and Negotiation. The PMT may select the response(s) which demonstrates the best value overall, including proposed alternatives that will achieve the procurement goals of the department. The PMT and a selected bidder, or a Grantee or, may negotiate a change in any element of grant performance or cost identified in the original RFR or the selected bidder's or grantee's response which results in lower costs or a more cost effective or better value than was presented in the selected bidder's or grantee's original response.

Costs. Costs which are not specifically identified in the bidder's response, and accepted by a department as part of a grant, will not be compensated under any grant awarded pursuant to this RFR. The Commonwealth will not be responsible for any costs or expenses incurred by bidders responding to this RFR.

Comm-PASS. If this RFR has been distributed electronically using the Comm-PASS system, RFR attachments that are referenced will be found either as a separate pdf file along with the RFR, or are found in the "Forms and Information" section at: (<http://www.Mass.Gov/OSD>). Bidders are solely responsible for obtaining and completing required attachments that are identified in this RFR and for checking Comm-PASS for any addenda or modifications that are subsequently made to this RFR or attachments. The Commonwealth and its subdivisions accept no liability and will provide no accommodation to bidders who fail to check for amended RFRs and submit inadequate or incorrect responses. Bidders are advised to check the "last change" field on the summary page of RFRs for which they intend to submit a response to ensure that they have the most recent RFR files. Bidders may not alter (manually or electronically) the RFR language or any RFR component files. Modifications to the body of the RFR, specifications, terms and conditions, or which change the intent of this RFR are prohibited and may disqualify a response.

Northern Ireland Notice and Certification. All bidders must complete the Northern Ireland Notice and Certification form to satisfy M.G.L. c.7 section 22C, which states that no state agency may procure commodities or services from any bidder employing ten (10) or more employees in an office or other facility located in Northern Ireland unless the bidder certifies through the notice and certification form that if it employs ten or more employees in Northern Ireland, a) the bidder does not discriminate in employment, compensation or the terms, conditions and privileges of employment on account of religious or political belief, b) the bidder promotes religious tolerance within the workplace and the eradication of any manifestations of religious and other illegal discrimination and, c) the bidder is not engaged in the manufacture, distribution or sale of firearms, munitions, including rubber or plastic bullets, tear gas, armored vehicles or military aircraft for use or deployment in any activity in Northern Ireland.

Subcontracting Policies. Prior approval of the department is required for any subcontracted service of the grant. Grantees are responsible for the satisfactory performance and adequate oversight of its subcontractors. Subcontractors are required to meet the same state and federal financial and program reporting requirements and are held to the same reimbursable cost standards as grantees.

Estimated Provisions. The Commonwealth makes no guarantee that any commodities or services will be purchased from any grant resulting from this RFR. Any estimates or past procurement volumes referenced in this RFR are included only for the convenience of bidders, and are not to be relied upon as any indication of future purchase levels.

Brand Name or Equal. Unless otherwise specified in this RFR, any reference to a particular trademark, trade name, patent, design, type, specification, producer or supplier is not intended to restrict this RFR to any manufacturer or proprietor or to constitute an endorsement of any commodity or service, and the department may consider clearly identified offers of substantially equivalent commodities and services submitted in response to such reference.

Emergency Standby Commodities and/or Services. Due to a declaration of a state of emergency where the safety and well-being of Commonwealth citizens are at risk, the Commonwealth of Massachusetts may request specific commodities and/or services from its grantees. Grantees may be called upon to supply and/or deliver to the Commonwealth on a priority basis such commodities and/or services currently under grant.

Such accommodations may be requested from a grantee or during an actual emergency. To accommodate such requests, grantees may be requested and must make every effort to service these requests from regular sources of supply at the rates set forth in any standard grant resulting from this RFR.

Alternatives. A response which fails to meet any material term or condition of the RFR, including the submission of required attachments, may lose points or be deemed unresponsive and disqualified. Unless otherwise specified, bidders may submit responses proposing alternatives which provide equivalent, better or more cost effective performance than achievable under the stated RFR specifications. These alternatives may include related commodities or services that may be available to enhance performance during the period of the grant. The response should describe how any alternative achieves substantially equivalent or better performance to that of the RFR specifications. The department will determine if a proposed alternative method of performance achieves substantially equivalent or better performance. The goal of this RFR is to provide the best value of commodities and services to achieve the procurement goals of the department. Bidders that propose discounts, uncharged commodities and services or other benefits in addition to the RFR specifications may receive a preference or additional points under this RFR as specified. Grantees may also propose alternatives for equivalent, better or more cost effective performance than specified under the Grantee's original response to enable the department to take advantage of enhanced technologies, commodities or services which become available during the term of the grant'.

Grant Expansion. If additional funds become available during the grant duration period, the department reserves the right to increase the maximum obligation to some or all grants executed as a result of this RFR or to execute grants with applicants not funded in the initial selection process, subject to available funding, satisfactory grant performance and service or commodity need. The Department of Public Health reserves the right to negotiate both increases and decreases to the maximum obligation as well as changes to the scope of service and/or performance measures throughout the duration of the grants and any option to renew to ensure the successful completion of services/goods procured through this RFR.

Inter-Department Purchase. Departments reserve the right to include an option for other departments to purchase services or commodities under the same terms of the grant. Should departments exercise this option, bidders will be required to specify their ability to extend services to other departments and the rates to be used.

Environmentally Preferable Products and Services. The department and grantees or(s) may negotiate during the grant term to permit the substitution or addition of Environmentally Preferable Products (EPPs) when such products become available at a competitive cost and satisfy the department's performance needs. Unless otherwise specified in the RFR, during evaluation of responses, an EPP may be considered best value even when the price is greater than that of a non-EPP (recommended not to exceed 10% in price). Bidders are encouraged to submit information to identify any and all environmental attributes of the product or services being procured, even when such attributes are not being required. For further information about the Commonwealth's efforts to buy EPP's, state contracts which contain recycled products, available reports and upcoming events, please visit the Commonwealth EPP Products web site at: <http://www.state.ma.us/osd/enviro/enviro.htm>

Debarment. The Department will not knowingly accept or award a grant to any contractor or approve a subcontractor to any party, which is currently subject to any State of Federal debarment order or determination. A Federal Debarred Vendor List is produced monthly and is available from the General Services Administration.

Electronic Funds Transfer (EFT). All bidders responding to this RFR must agree to participate in the Commonwealth Electronic Funds Transfer (EFT) program for receiving payments, unless the bidder can provide compelling proof that it would be unduly burdensome. EFT is a benefit to both grantees and the Commonwealth because it ensures fast, safe and reliable payment directly to grantees and saves both parties the cost of processing checks. Grantees are able to track and verify payments made electronically through the Comptroller's Vendor Web system. EFT applications can be found on [OSD forms](#) page (mass.gov/osd). Additional information about EFT is available on the [VendorWeb](#) site (mass.gov/osc: click on MASSfinance).

Upon notification of grant award the successful bidder's *Authorization for Electronics Funds Payment Form* will be submitted to the DPH accounting office for review, approval and forwarding to the Office of the Comptroller. If the bidder is already enrolled in the program, it may so indicate in its response. Because the *Authorization for Electronic Funds Payment Form* contains banking information, this form, and any information contained on this form, shall not be considered a public record and shall not be subject to public disclosure through a public records request.

The requirement to use EFT may be waived by the PMT on a case-by-case basis if participation in the program would be unduly burdensome on the bidder. If a bidder is claiming that this requirement is a hardship or unduly burdensome, the specific reason must be documented in its response. The PMT will consider such requests on a case-by-case basis and communicate the findings with the bidder.

Information Technology. Required for Information Technology contracts. All IT systems and applications developed by, or for Executive Department agencies or operating within the Massachusetts Access to Government Network (MAGNet), must conform with the Enterprise Information Technology Policies, Standards and Procedures promulgated by the Commonwealth's CIO. Non-conforming IT systems cannot be deployed unless the purchasing agency and their contractor have jointly applied for and received in writing from the Commonwealth's CIO or his designee, notice that a specified deviation will be permitted. The Enterprise Information Technology Policies, Standards and Procedures, with the exception of the Commonwealth's Public Access Architecture, is available at mass.gov/itd. The Commonwealth's Public Access Architecture is available in hard copy from the purchasing agency. Purchasing agencies may also obtain a current copy of the Public Access Architecture, on behalf of their contractor, by contacting the Information Technology Division (ITD) Customer Coordination Group (CCG: 617-626-4600).

Please Note: Given the pace of information technology innovation, purchasing agencies and their contractors are encouraged to contact the Information Technology Division (ITD) Customer Coordination Group (CCG: 617-626-4600) to signal a system or application design and development initiative. Such advance notice helps to ensure conformance with the relevant Enterprise Technology Policies, Standards and Procedures.

Contractor delivery of IT systems and applications that fail to conform to the Commonwealth's Enterprise Information Technology Policies, Standards and Procedures, absent the Commonwealth CIO's grant of written permission for a deviation, shall constitute breach of any grant entered as a result of this Request for Response and any subsequent Request for Quotes. The Commonwealth may choose to require the grantee or, at his own cost, to re-engineer the non-conforming system for the purpose of bringing it into compliance with Commonwealth Enterprise Information Technology Policies, Standards and Procedures.

Pricing: Federal Government Services Administration (GSA) or Veteran's Administration Supply. The Commonwealth reserves the right to request from the successful bidder(s) initial pricing schedules and periodic updates available under their GSA or other federal pricing contracts. In the absence of proprietary information being part of such contracts, compliance for submission of requested pricing information is expected within 30 days of any request. If the grantee or receives a GSA or Veteran's Administration Supply contract at any time during this contract period, it must notify the Commonwealth contract manager.

Pricing: Price Limitation. The bidder must agree that no other customer of similar size and similar terms and conditions shall receive a lower price for the same commodity and service during the contract period, unless this same lower price is immediately effective for the Commonwealth. The bidder must also agree to provide current or historical pricing offered or negotiated with other governmental or private entities at any time during the contract period upon the request of the contract manager.